



PowerPoint 2003 Introduction

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Introduction Overview

This course introduces the skills necessary to use PowerPoint efficiently. It includes tasks on using basic presentation skills; working with text, graphics/images, tables and charts and putting this all together for creating slide shows.

Audience

Users new to PowerPoint who wish to learn how to create interesting and informative presentations.

Course Objectives

At the end of this course, delegates will be able to manipulate text and images for professional looking presentations.

Prerequisites

No prior knowledge of Microsoft PowerPoint is assumed. Delegates should be familiar with the Windows operating system.

Course Contents (1 day)

Exploring PowerPoint

- Creating a blank presentation
- Selecting an AutoLayout
- Using menu commands and toolbars

Using Basic Presentation Skills

- Creating a new presentation
- Selecting a design template and using content templates
- Navigating slides - Adding a new slide; switching views;
- Changing the slide layout & design template
- Using the AutoContent Wizard

Using the Outline Pane

- Creating a bulleted list
- Collapsing and expanding slides
- Demoting, promoting & moving text
- Adding, deleting & rearranging slides

Correcting Spelling and Text Errors

- Checking spelling as you type
- Finding and replacing text



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Enhancing Presentation Text

- Font – size, style, effects and alignment
- Creating, editing and formatting numbered lists and bullet lists
- Modifying paragraph spacing
- Set tabs and indents
- Moving/copying text between slides

Printing, Sending, and Publishing

- Printing presentations – slides, outlines, speaker notes, handouts
- Sending a presentation via e-mail
- Publishing a presentation to the Web

Using Graphics, Tables and Charts

- Using the Clip Art Gallery & inserting images
- Cropping a picture
- Moving and resizing a graphic
- Formatting graphics
- Creating and formatting a table
- Creating & formatting an organisation chart
- Creating and using graphs

General

- Using Grids and Guides
- Aligning objects
- Group/Ungroup objects

Slide Shows

- Creating and Running slide shows
- Creating notes pages
- Using transitions and text builds

Maximum number of delegates: 8

Cost: 1 unit

To register please email our Training Co-ordinator on registrations@thelearningcollaboration.com